

Report for Week Ending 19 February 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

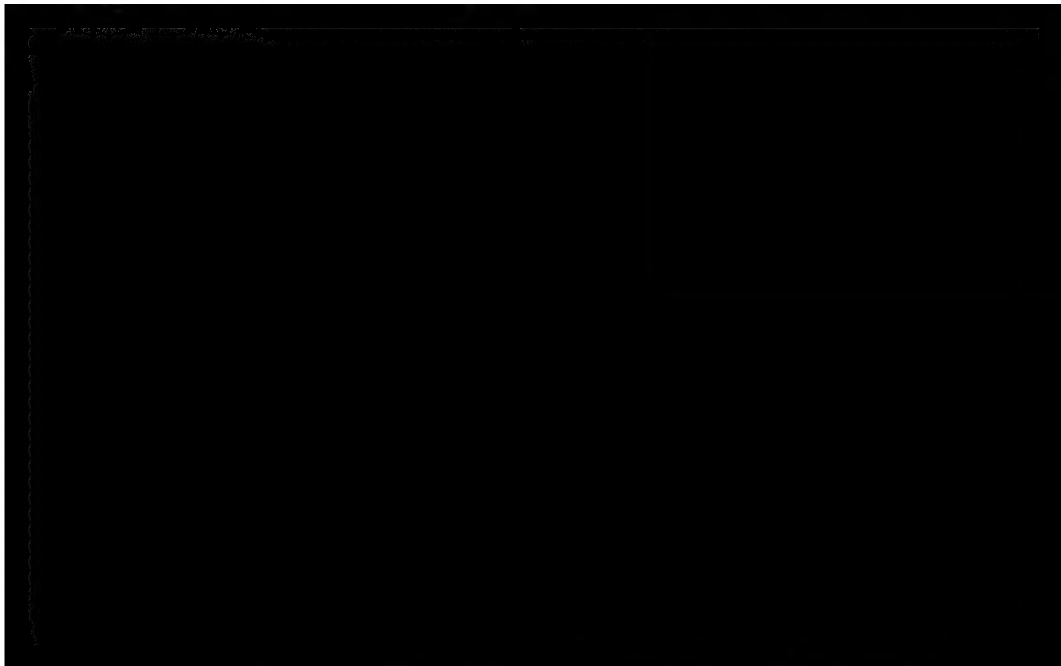
a. Tangible

25X1X8

- (1) Completed 20 actions requiring the printing of 109,575 copies or sets of blank forms. This represents a decrease of 12 actions and 293,425 COPIES compared to last week.

- (2) Three new and one revised forms were approved.

(3)



25X1C8a

- e. Standardization of reports handling and distribution (formerly reports sent only to Army and Air were treated differently than those receiving a wider IAC distribution).

b. Intangible

- (1) Two additional "bootleg" forms have been brought into the Agency Forms System during the Forms Survey in the Printing Services Division.

2. Assignments

a. Active

- (1) Twenty-new and seven revised forms are pending.

- (2) Five Employee Suggestions are being



25X1A9a